
10/14/63

MANUAL CIRCULAR - GENERAL ADMINISTRATION

HEW-24

PREVENTIVE MEASURES

This Circular transmits suggested measures for reducing the amount of office space used for housing current records.

This 1963 Clean-Up Campaign offers a good opportunity to institute a continuing practice of keeping unnecessary files out of office space.

Distribution: To holders General Administration and Records Management Manuals,
Keys: MS.HRFC-rx and 2033

PREVENTIVE MEASURES

GUIDELINES FOR REDUCING RECORDS MANAGEMENT BURDENS

In order to reduce the amount of space used for housing current records and to utilize file equipment to the fullest degree in the future, the general guidelines listed below should be followed:

Records Creation and File Maintenance

1. Reduce to the absolute minimum the number of information copies of incoming and outgoing telegrams, airgrams, dispatches, letters and memoranda requested for office use.
2. Do not create unnecessary files.
3. Consolidate individual office working files by the establishment of files on a Section or Branch level in order to eliminate duplication.
4. Cut off files every 2 years to facilitate periodic retirement.
5. File only one copy of a document in office subject files.
6. Do not file envelopes fastened to documents unless required by regulations. Care should be taken to see that addresses, if not appearing on enclosed documents, are transcribed before envelopes are destroyed.
7. Do not make or file copies of routine transmittals or acknowledgments.
8. Do not make extra copies of documents unless absolutely needed.
9. Do not file rough drafts and working notes after the report, study or document has been prepared and approved.
10. Do not use file cabinets, safes, supply cabinets or bookcases for storage of coffee pots, coke bottles, umbrellas, overshoes, and similar items.
11. Keep personal correspondence (taxes, real estate, personal financial transactions, family activities, etc.) at home.
12. Do not have your personal magazines and correspondence delivered to the office.

Records Disposition

13. Transfer non-current records that have a disposal authorization of more than 2 years to a Federal Records Center regularly.
14. Destroy immediately routine information material that is no longer needed after it has been read.
15. Destroy non-record material (information or extra copies of communications, publications, forms, etc.) no longer of current value.

CLEAN-UP CAMPAIGN



**RELIEVE ME OF OLD RECORDS AND
JUNK AND I'LL MAKE YOUR JOB
EASIER AND MORE EFFECTIVE!**